



## National Forum on Education Statistics - Presentation Booth Request Form -

### Guidelines

- 1) The Forum Presentation Booth is *available on a first-come, first-serve basis*.
- 2) A request to use the Presentation Booth is not official until it is received in writing by Westat.
- 3) All requests *must be received at least 2 weeks prior to desired use* in order to allow for shipping.
- 4) *Requests can be mailed, e-mailed, or faxed* to the address below.
- 5) Requests will be *confirmed by Westat* via email or other written correspondence.

### Information about the person requesting the Presentation Booth

Name: \_\_\_\_\_ Forum Affiliation: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Information about the event for which the Presentation Booth is requested

Name of Event: \_\_\_\_\_ Sponsoring Organization: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Shipping Address: \_\_\_\_\_

(for booth & supplies) \_\_\_\_\_

\_\_\_\_\_

On-site Contact Name: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_

Desired Delivery Date: \_\_\_\_\_ Contact Arrival Date: \_\_\_\_\_

Return (Mailing) Date: \_\_\_\_\_

### Requested Distributable Materials (for display with the presentation booth)

<u>Item Name</u>	<u>Number Requested</u>
Forum Voice (newsletter)	-
Forum brochures	-
Forum business cards	-
Forum web site cards	-
Forum note pads	-

All inquiries about the Forum Presentation Booth, including the availability of distributable materials, should be directed to Westat, Inc., Education Studies Area, ATTN: Erin Dahlberg, 1650 Research Boulevard, TA, 2049, Rockville, MD 20850  
Phone: 301.610.5534, Fax: 301.294.3992, E-mail: dahlbee@westat.com